

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 20, 1987

ALL-COUNTY INFORMATION NOTICE NO. 1-20-87


TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY AUDITORS

SUBJECT: REGIONAL TRAINING ON THE ADMINISTRATIVE AND CLERICAL
SUPPORT STAFF SPECIAL TIME STUDY

This is to advise you that the Fiscal Policy and Procedures Bureau (FPPB) will be conducting three regional training sessions on the Special Administrative and Clerical Support Staff Time Study Test to be conducted during the May 1987 time study month.

The one-day training workshop is designed primarily for county welfare department (CWD) staff who are responsible for communicating state time study instructions to all CWD personnel and for preparing the quarterly administrative expense claim. The sessions will consist of an overview of the current County Cost Allocation Plan (CAP); the proposed CAP; and, the purpose of the time study test. The training will also provide a walk-through of the time study criteria as they relate to the CWD's organizational structure, time study forms and instructions, and an overview of the information that will be requested of the CWD's in order to evaluate the time study test results.

Attached to this letter is the training session schedule containing the date, time and location of each workshop. Included are county assignments to each session and, in parenthesis, the maximum number of participants each county may send to the workshop. We urge counties to attend their scheduled session; however, if an alternative session is necessary for a county, please contact Mrs. Patt Moore of the FPPB at (916) 445-7046 as soon as possible in order for the request to be accommodated. Counties are also requested to contact Mrs. Moore to confirm attendance.


ROBERT L. GARCIA
Acting Deputy Director
Administration

Attachment

cc: CWDA

ADMINISTRATIVE AND CLERICAL SUPPORT STAFF
SPECIAL TIME STUDY TEST

TRAINING SCHEDULE

Session I

Date: April 7, 1987
Time: 10:00 A.M. to 4:00 P.M.
Location: Sacramento

Arcade Library
2443 Marconi Avenue
(Between Bell and
Fulton Avenues)
Sacramento, CA

(Park in rear of
Library)

County Assignments

Alpine (2)	Nevada (2)
Amador (2)	Placer (2)
Butte (3)	Plumas (2)
Calaveras (2)	Sacramento (4)
Colusa (2)	San Joaquin (4)
Contra Costa (4)	Shasta (3)
Del Norte (2)	Sierra (2)
El Dorado (2)	Siskiyou (2)
Glenn (2)	Solano (3)
Humboldt (3)	Sonoma (3)
Lake (2)	Sutter (2)
Lassen (2)	Tehama (2)
Marin (2)	Trinity (2)
Mendocino (2)	Yolo (3)
Modoc (2)	Yuba (2)
Napa (2)	

Session II

Date: April 16, 1987
Time: 10:00 A.M. to 4:00 P.M.
Location: Fresno

Valley Medical Center
North Auditorium
445 South Cedar Avenue
(Corner of Cedar &
Kings Canyon Avenues)
Fresno, CA

Alameda (4)	San Benito (2)
Fresno (4)	San Francisco (4)
Inyo (2)	San Luis Obispo (2)
Kern (3)	San Mateo (3)
Kings (2)	Santa Clara (4)
Madera (2)	Santa Cruz (3)
Mariposa (2)	Stanislaus (3)
Merced (3)	Tulare (3)
Mono (2)	Tuolumne (2)
Monterey (3)	

Session III

Date: April 15, 1987
Time: 10:00 A.M. to 4:00 P.M.
Location: San Bernardino

Department of Public
Social Services
Basement Training Rooms
494 North E Street
(Corner of 5th & E
Streets)
San Bernardino CA

Imperial (3)	San Bernardino (4)
Los Angeles	San Diego (4)
DPSS (6)	Santa Barbara (3)
CSD (4)	Ventura (3)
Orange (4)	
Riverside (4)	